



Engineering Career Readiness Program
Building a Virtual Friendly Resume
That Gets You Noticed and
Leveraging LinkedIn

Sponsored By:





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“ The only way to do great work is to love what you do. If you haven't found it yet, keep looking. Don't settle.

Steve Jobs



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Purpose & Objective

To guide you in creating a resume that will stand out from the rest!

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Overview

- Building a Winning Resume
- Resume Customization
- Resume Length/Experience Challenges
- LinkedIn Profile/Groups

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Introduction – Teresa Mazzini

- Talent Development Consultant at Hanson Professional Services
- Over 15 years of experience in training and development
- Created programs in the areas of professional development, relationship building, goal setting, communication, mentoring, and coaching




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Introduction – Angelo Fatiga

- Department Manager of Environmental Services at Colliers Engineering & Design
- Over 25 years experience in project management, construction management, environmental consulting, and construction
- Serves as committee member of the Delaware Department of Natural Resources and Environmental Control




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Introduction – Anthony Fasano, PE

- B.S. & M.S. in Civil Engineering
- PE license in NY and NJ
- Found success at a reputable firm at a very young age
- Attended iPEC – the top ranked executive coaching school in the world
- Wrote the best-selling book *Engineer Your Own Success* and started providing career coaching and speaking services to engineers



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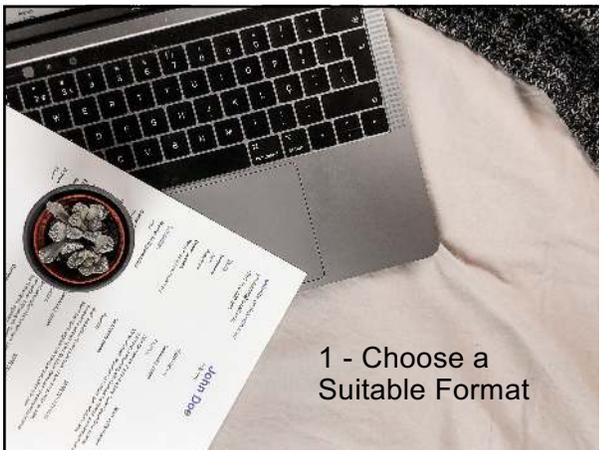
Steps to Customize Your Resume

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Steps to Customize Your Resume

1. Choose a suitable format
2. Put contact information in the header
3. Choose the right keywords
4. Put most relevant work experience on top
5. List your educational background in reverse chronological order
6. Add a list of your skills, awards, and interests

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Chronological (Work Experience)

1. Resume Heading

FIRST AND LAST NAME

Email: your@email.com | Phone: 303.555.555 | Address: 18 Wozniak Ave, New York, NY 10259 | LinkedIn: linkedin.com/company/abc

2. Resume Introduction

Position: [Industry] professional with [x of years] years of experience seeking to utilize my [x] [relevant skills] in the [position name] position at [Company's Name]. A dedicated, motivated, and highly skilled professional with a proven track record and a commitment to excellence in all aspects of my work.

3. Work or Relevant Experience

Most Recent Job Title
Employer: [Company Name] / Start Date - End Date

- Include a bulleted list of your accomplishments and responsibilities
- Unless this is your only job, avoid doing more than 10 bullet points
- Add numbers to all of your accomplishments and use verbs to describe the impact of your achievements

Earlier Job Title
Employer: [Company Name] / Start Date - End Date

- The relevant accomplishments from an earlier job
- Avoid the same language; this job is not your previous one, so describe your achievements

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Functional (Skill-Based)

1. Resume Heading

FIRST AND LAST NAME

Email: your@email.com | Phone: 303.555.555 | Address: 4327 Main Street, New York, NY 10259 | LinkedIn: linkedin.com/company/abc

2. Resume Summary

Skilled [Industry] professional with [x of years] years of experience seeking to leverage my [x] [relevant skills] in the [position name] position at [Company's Name]. A dedicated, motivated, and highly skilled professional with a proven track record and a commitment to excellence in all aspects of my work.

3. Relevant Skills

First Skill

- Include a bulleted list of accomplishments related to this skill
- Make sure you quantify best numbers to these bullet points

Second Skill

- The key accomplishments to report in this section should be the most relevant to the job
- Avoid the same language to perform the same tasks; you also want concise but to describe the experience
- Be as specific as possible. Mention the actual names of software or tools you've used

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Hybrid

Adriana Sanchez
[Title, Address, Phone, Email]

Experienced professional with 10 years of experience seeking to leverage my [x] [relevant skills] in the [position name] position at [Company's Name]. A dedicated, motivated, and highly skilled professional with a proven track record and a commitment to excellence in all aspects of my work.

Job Title
[Company Name] / Start Date - End Date

Relevant Experience

- [Company Name], New York, NY - [Job Title] / [Start Date] - [End Date]
- [Company Name], New York, NY - [Job Title] / [Start Date] - [End Date]
- [Company Name], New York, NY - [Job Title] / [Start Date] - [End Date]

Education

[University Name], [City, State] - [Degree] / [Start Date] - [End Date]

Volunteering and Extracurriculars

- [Organization Name], [City, State] / [Start Date] - [End Date]
- [Organization Name], [City, State] / [Start Date] - [End Date]

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2 - Put Contact Information in the Header

Anthony Fasano, EIT
555-123-4567 | afasano@xyzmail.com
<https://www.linkedin.com/in/anthonyfasano/>
Pughtown, NJ

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3 - Choose the Right Keywords

Top Skills Mentioned in Job Descriptions

Top 10 Job Skills:

- Solidworks
- Computer Aided Design
- AutoCAD
- Mechanical Design
- Assembly Line
- HVAC
- BSME
- Prototype Design
- Electricity
- Mechanical Engineering

Source: ZiaRecruiter

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Include keywords into your summary

RIGHT

Dedicated Mechanical Engineer with 8+ years' combined experience as a **Senior Engineer and Design Engineer**. Can perform ability, design, and financial analyses for **3D** mechanical components of auto trading gear. Seeking to leverage **project management skills** as a **Mechanical Engineer** at **XYZ** company.

WRONG

Analysed Mechanical Engineer with 20 years' experience working for **Robotics Engineering** as a **Senior Engineer** followed by one year as a **Design Engineer**. Next working and embarking...

- Add a couple of **keywords** in a header. That way the hiring manager can see what you're doing right away.

Source: Zety.com

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4 - Put Most Relevant Work Experience on Top

Anthony J. Fasano, PE, M.ASCE

PROFESSIONAL EXPERIENCE

Engineering Management Institute, Ridgewood, NJ March 2009 – Present
President & CEO

- Employed engineers to develop, expand and grow their careers through the concept, training and coaching.
- Elected first person to help engineers develop their management skills including: Public Speaking, the Engineering Career Growth Program, The Civil Engineering, Professional and the Professional Engineers Management Strategy, etc. A success story: 90% retention rate.
- Develop the Engineering Management Accelerator (EMA) online workshop to help engineers develop critical management and leadership skills to advance their potential.
- Speak professionally across the United States to thousands of engineers over a number of speaking engagements including state conventions (ASCE, NY, etc.) and other New York locations (Buffalo, Albany, Utica, etc.) in New Jersey, Boston, etc. etc. Attendance real money.
- Several speaking author for ASCE's Career & Leadership blog through the Ask Anthony column serving as practical career tips articles.

New York State Society of Professional Engineers, Albany, NY November 2012 – January 2018
Executive Director

- Received the award for being the top leader of the non-profit organization including managing staff and a successful business plan. The organization is the foundation for engineering education and

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Highlight accomplishments not tasks

How well did you do your job?
Answer these three questions:

1. How big?
2. How much?
3. How many?

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Can I put **Non-Engineering Experience** on my resume?

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COVID Gap

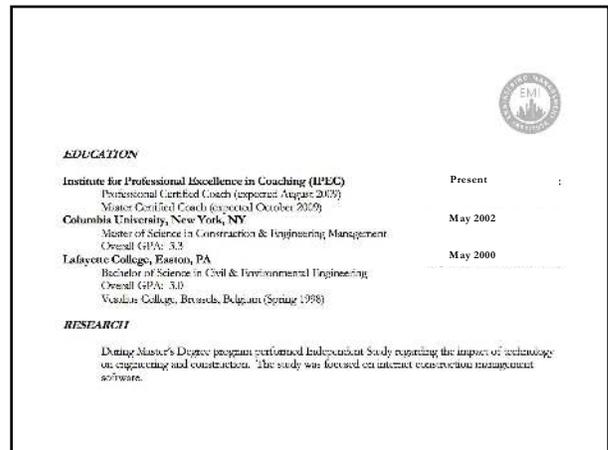
- Did you learn new skills?
- Did you get new certificates or credentials?
- Have you volunteered or given back to the community?

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5 – List Your Educational Background in Reverse Chronological Order

- Name of School
- Degree
- Graduation Date
- Grade or Honors
- Include Continuing or Online Education

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EDUCATION

Institute for Professional Excellence in Coaching (IPEC) Professional Certified Coach (expired August 2009) Master Certified Coach (expired October 2010)	Present
Columbia University, New York, NY Master of Science in Construction & Engineering Management Overall GPA: 3.3	May 2002
Lafayette College, Easton, PA Bachelor of Science in Civil & Environmental Engineering Overall GPA: 3.0 Vardas College, Brussels, Belgium (Spring 1998)	May 2000

RESEARCH

During Master's Degree program performed Independent Study regarding the impact of technology on engineering and construction. The study was focused on internet construction management software.

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Play up your degree and add to your education section...

- Academic Awards
- Publications
- School or sport clubs
- Presentations
- Group project work



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6 – Add a List of Your Skills, Awards, and Interests

AWARDS AND CERTIFICATIONS

- 2018 Topical Top 15 Most Inspiring Podcasts for Professionals (for The Engineering Career Coach Podcast)
- 2018 Top Career Podcast (for The Engineering Career Coach Podcast)
- Rockland County Congress NYSSES Youngest Engineer of the Year Award in 2005
- Rockland County Planning Certification (permits individuals to serve on local planning boards, etc.)
- Lalishik Valley Engineering Student of the Year Award in 2000
- American Heart Association CPR & AED Certification

CODES, MANUALS AND REFERENCE MATERIALS

- NYSDEC Stormwater Management Design Manual
- NYSDEC Design Standard for Wastewater Treatment Works, 1988
- NYSDOH Design Handbook for Individual Residential Wastewater Treatment Systems, 1996
- Recreational Standards for Water Works, 2003 (aka: Ten State Standards)
- Recreational Standards for Wastewater Facilities, 2003 (aka: Ten State Standards)
- New York State Standards and Specifications for Toilet Control
- Soil Construction Manual (ASD & TRF)
- United States Green Building Council (USGBC) New Construction & Major Renovation Reference Guide

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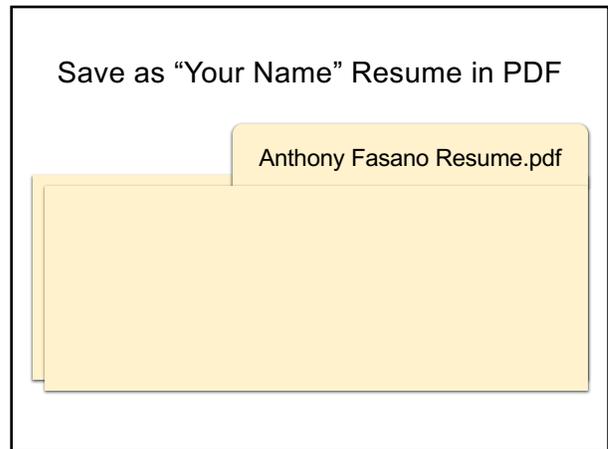
Other Tips...

- **Bold important items**
- Use easy to read fonts with font size 10-12 points
- Lose the objective
- Remove "References available upon request."
- Reduce margin size
- Have someone proofread
- Constantly update

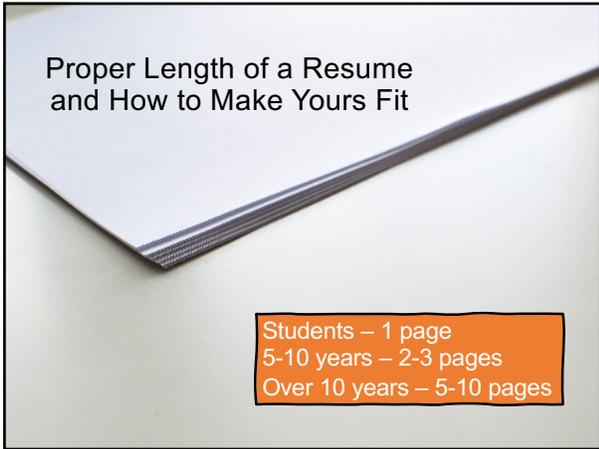


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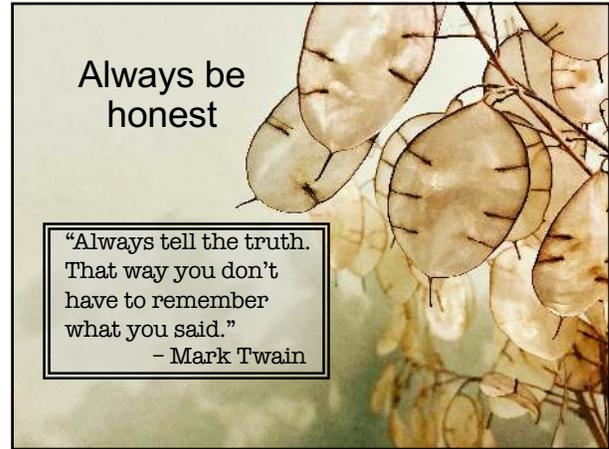
Save as "Your Name" Resume in PDF



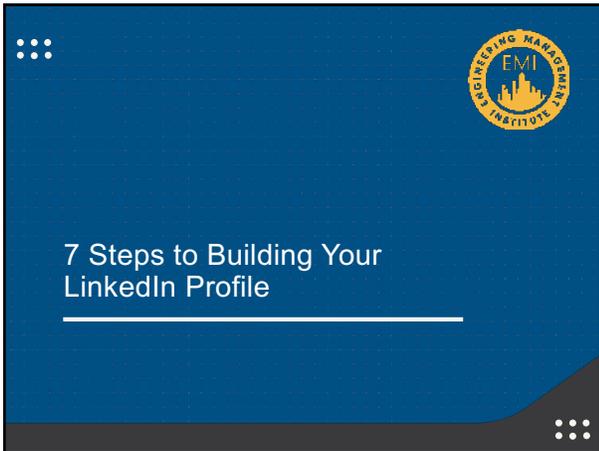
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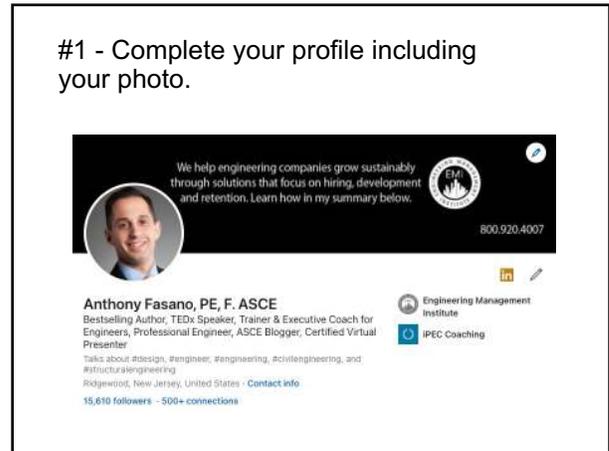
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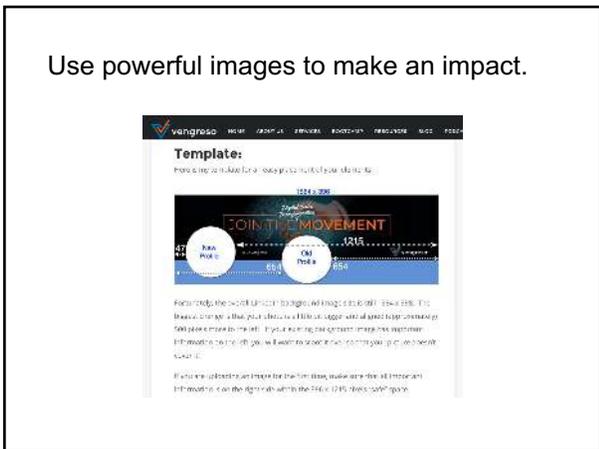
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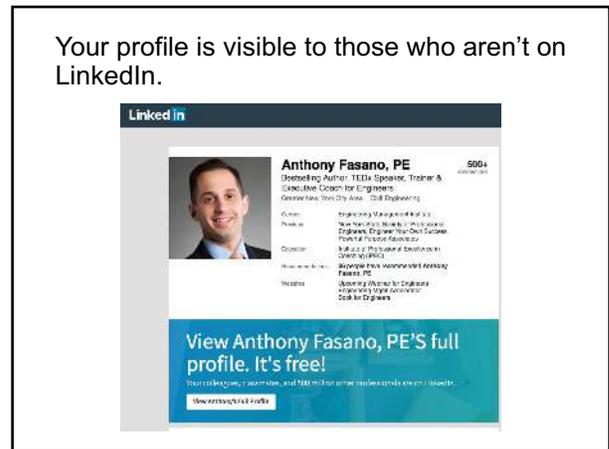
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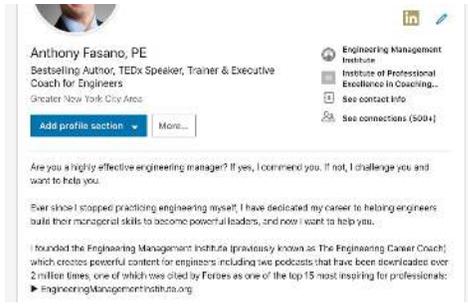


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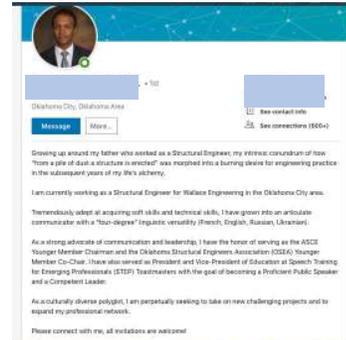
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Craft an eye-opening summary.



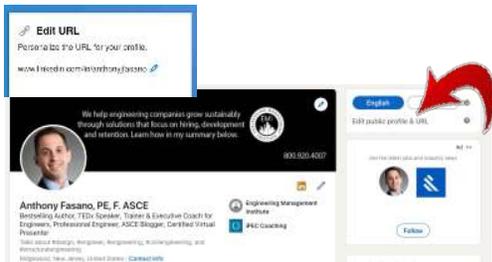
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Here's an example of a powerful summary...



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Personalize your LinkedIn URL immediately.



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Update your status regularly with value.



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Create a thoughtful title and update it regularly.

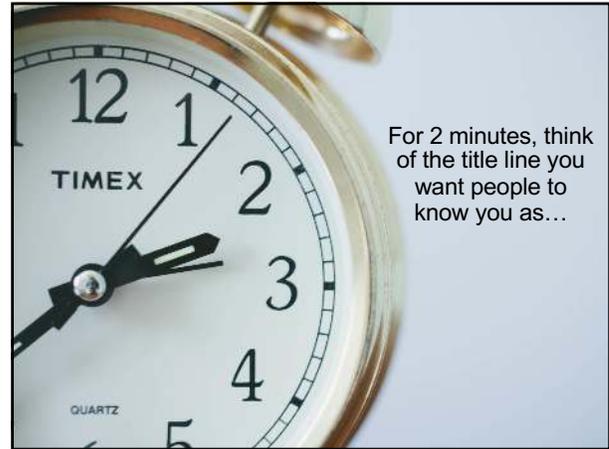


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Example of using multiple titles.



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#2 - Connect with people you know.



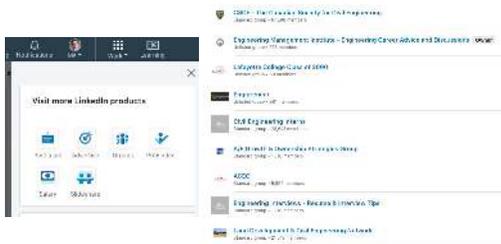
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#3 - Determine your target audience.



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#4 - Join groups related to your target market.

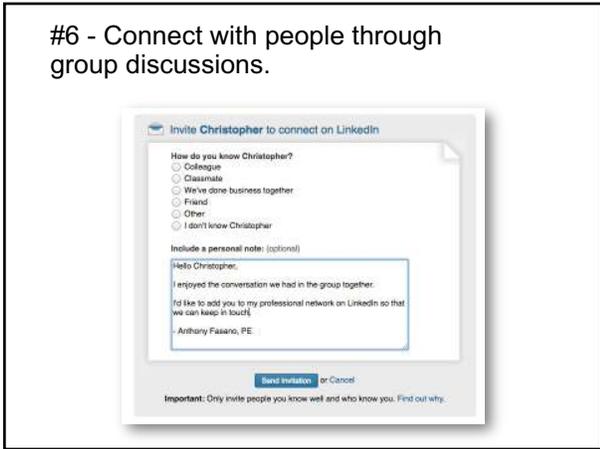


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#5 - Participate in discussions in the right groups.



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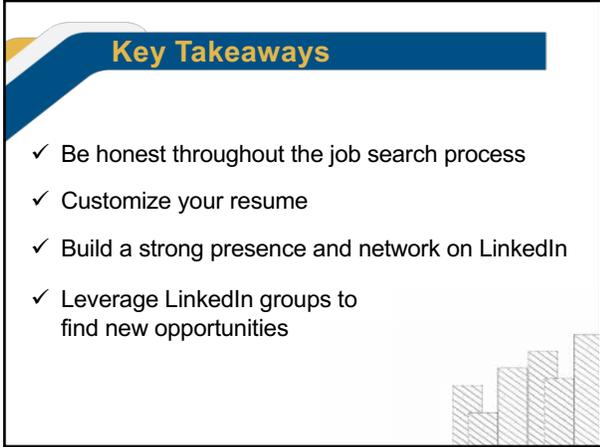
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